



Agenda Item Number: 2006-6-7B

BERNALILLO COUNTY BOARD OF COUNTY COMMISSIONERS

Meeting Date: June 27, 2006

Department: Sheriff's **Staff Contact:** Darren White, Sheriff
John Dantis, Deputy County Manager for Public Safety

TITLE: IKON Office Solutions – Copier Lease Agreement

ACTION: Motion to authorize the County Manager to execute a five-year lease agreement with IKON Office Solutions, which will exceed the \$100,000 limit.

SUMMARY:

Pursuant to Resolution AR 14-2003 contracts exceeding \$100,000 require Board approval. Staff also requests that the Board authorize the County Manager to execute a five-year lease agreement with IKON Office Solutions to provide 16 document copiers, including maintenance and supplies. The yearly lease cost is \$34,536.00 and \$15,936.00 for maintenance and supplies which is a total of \$53,941.95 including NMGRS.

ATTACHMENTS:

1. Lease Agreement between the County of Bernalillo and IKON Office Solutions.
2. Purchase Requisition for FY 2007

FISCAL IMPACT

Support Services – Duplicating FY 2006/2007 BC01 520500 26SS \$53,941.95

STAFF ANALYSIS SUMMARY

COUNTY MANAGER

See summary. I recommend Board approval. TL 6/22/2006

DEPUTY COUNTY MANAGER FOR PUBLIC SAFETY

It is appropriate for the Sheriff to seek approval from the Board pursuant to AR 14-2003 to exceed the established limit. I also recommend that the County Manager be authorized to execute a five-lease agreement with IKON Office Solutions. Jdantis 6/22/06

LEGAL

Approved as to form. JSL 6/8/06

FINANCE

- Budget** Funding will be appropriated in the above line item when the FY07 budget is approved by the Bernalillo County Commission. Nona Lane, Financial Services Administrator III 6/7/2006
- Purchasing** The County is utilizing a GSA contract to lease the copiers. Proper purchasing procedures were followed per New Mexico Procurement Code. Joann Jim, Senior Buyer 6/8/2006
- Contracts** A Contract Control Number will be issued to the contract for Copier Lease Agreement after approval by the Board of County Commissioners. Joann Jim, Senior Buyer 6/8/2006
- Risk Management** No comment required.

ELECTED OFFICIAL/OTHERS

Sheriff

The Sheriff's Department supports the agenda item as it allows for the necessary, continued copier machine rentals for offices within the Law Enforcement Center and area commands. Darren White, Sheriff, 6/7/2006